



## WORKS Workflow

### Searching and Sorting Transactions

### Department of Health and Hospitals

### Office of Payment Management - Travel Section

This guide provides information on searching and sorting transactions. Within this guide, you will learn how to:

- Search for a transaction
- Sort transactions

### The Transaction Screen

**NOTE:** Screen shots will be from the accountant's point of view, but the information available is the same for any user.

### Procedure:

To look at your transactions, complete the following:

1. On the **Home Page** go to **Expenses>Transactions>(Accountholder, Approver or Accountant)**. Click on the appropriate role.

Transactions - Accountant													
>>		Pending Sign Off	Open	Ready to Batch	Flagged	All	Clear Filters						Columns ▼
	Document	Sign Off	Primary Accountholder	Account ID	Group	Date Purchased	Date Posted	Purchase Amount	Vendor	Allocation	Com		
<input type="checkbox"/>													
<input type="checkbox"/>	TXN00374048	none	Stanphill, Stephen	9336	Horticulture and Landsc...	11/20/2013	11/21/2013	-1,500.00	AMERICAN PLNT PROD SRV	AB 1 12419-3360 PO#:		✓	
<input type="checkbox"/>	TXN00374049	none	Rogers, Jane E	2480	University Academic Ser...	11/20/2013	11/21/2013	758.00	SQ RONALD HOLT	AA 1 22151-3030 PO#:		✓	
<input type="checkbox"/>	TXN00374053	AH	Raupe, Aubrey M	4463	Undergraduate Admissio...	11/19/2013	11/21/2013	83.00	COMFORT INN WEATHERFORD	AA 1 22025-5610 PO#:		✓	

The **Pending** tab is the default tab that shows up.

2. **Pending** transactions are transactions awaiting accountholder or approver sign off.
3. **Flagged** transactions are transactions that have been returned to the accountholder for clarification.

4. **All** is your transaction history. You can search for any transaction you are allowed to see as far back as the transaction remains on Works, approximately two years.
5. Accountholders have access to the **Signed Off** tab. This tab shows all transactions the cardholder has signed off on.

#### To view transaction details:

1. Click on the **Document (TXN)** number.

The screenshot shows the 'Transactions - Accountant' window. At the top, there are tabs: '>>', 'Pending Sign Off', 'Open', and 'Read'. Below these are two main sections: 'Document' with a search bar and 'Sign Off'. A list of transactions is shown below, with the first one 'TXN00367785' highlighted. A context menu is open over this transaction, showing two options: 'Allocate / Edit' (with a pie chart icon) and 'View Full Details' (with a double arrow icon).

2. You can choose to view the **Allocate/Edit** screen, or the **View Full Details** screen. Either screen will allow you to view the details of a transaction.

#### Allocate/Edit screen

The screenshot shows the 'Allocation Details' window for transaction TXN00374058. The title bar indicates the date is 11/21/2013 and the source amount is 790.00 USD. The main area is divided into several sections:
 

- Allocation:** Shows 'Purchase Amount: 790.00', 'Allocation Total: 790.00 | 100%', and 'Variance: 0.00'. Below this is a table with columns: 'Comp|Val|Auth', 'Value', 'Description', 'GL01: Transaction Code', 'GL02: Expense Code', 'GL03: PO Header', and 'GL04: Purchase Order'. One row is visible with a value of 790.00 and description 'Fall 2013 Central Center Rent for OLLI cou'. Below the table are 'Remove', 'Add', and 'Duplicate' buttons.
- Reference & Tax:** A table with columns: 'Reference', 'Tax Status', 'Goods & Services', 'Tax Total', 'Use Tax', and 'Shipping ZIP'. The 'Tax Status' is 'Non-taxable Purchase', 'Goods & Services' is 0.00, 'Tax Total' is 0.00, 'Use Tax' is 0.00, and 'Shipping ZIP' is 74078. There is an 'Adjust Amount' checkbox.
- Transaction Detail:** Shows '7999 (RECREATION SERVICES--NOT ELSEWHERE CLASSIFIED)'.
- Comments:** A section with an 'Add Comment' link.

 At the bottom right are 'Save' and 'Close' buttons.

## View Full Details Screen

TXN00374058

Source Amount: 790.00 USD Actions

Purchase Amount: 790.00

Allocation Variance: 0.00

Post Date: 11/21/2013

Comp | Val | Auth: ✓ | ✓ | ✓

Vendor Name: COT PARKS CENTRAL

Sign Off History: [AH APR ACT](#)

MCC: 7999 (RECREATION SERVICES--NOT ELSEWHERE CLASSIFIED)

Transaction

Allocation & Detail

Dispute

Receipts

Bank Transaction #: 24692163325000703668621

Account Nickname: RUTHANN MCCARTHY SIRBAUGH

Purchase ID: 041925

Account ID: [7486](#)

CRI Reference: 0

Accountholder: [Sirbaugh, RuthAnn McCarthy](#)

Vendor ID: [558594001298654](#)

Vendor Address: OK, 74120

Comments

Add Comment

From both screens you will be able to see details of the transaction. You can click on any plus sign or tab for more details. In addition, anything in blue is a hyperlink.

### To customize the columns on the transaction screen:

1. Click on the **Columns** menu in the upper right corner of the **Transaction** screen.

Clear Filters

Columns

☒ Account ID

☐ Account Nickname

☒ Allocation

☐ Amount Allocated

☐ Attached To Purchase Reque...

☐ Bank Dispute Status

☐ Bank Transaction #

☐ Barcode Index

☒ Batch Status

☐ Batched In

Save

2. Place a checkmark by the columns you wish to appear on your screen. Remove the checkmark from any columns you don't need.
3. Click the save button.

4. You can change the order of the columns by placing your cursor in the column heading, holding the button on the mouse down and moving the column where you want it to be.

### To search for a specific transaction:

1. You can search using the column headers or the blank fields.

The screenshot shows the 'Transactions - Accountant' window. At the top, there are tabs: '>>', 'Pending Sign Off', 'Open', 'Ready to Batch', 'Flagged', and 'All'. To the right of these tabs are links for 'Clear Filters' and a 'Columns' dropdown menu. Below the tabs is a table with the following columns: Document, Sign Off, Primary Accountholder, Account ID, Group, Date Purchased, Date Posted, Purchase Amount, Vendor, Allocation, and Comp. Each column has a small upward-pointing arrow icon in its header, indicating it can be sorted.

2. You can search by document (TXN), accountholder or vendor by typing in the blank fields.
3. By clicking in the header field you sort transactions by that field. Another click in the header field will reverse sort.
4. You can also filter transactions by clicking on the double arrows in the upper left corner of the **Transaction** screen.

The screenshot shows the 'Advanced Filter' dialog box. It has a title bar 'Transactions - Accountant' and a header with tabs: '<<', 'Pending Sign Off', 'Open', and 'R'. The main area is titled 'Advanced Filter' and contains a list of filter criteria, each with a plus icon on the left and a minus icon on the right:
 

- Date - All Dates
- Group
- Account
- Purchase Request
- Amount Range
- Dispute Status - All
- Account Status - All
- GL Allocation Status - All
- AH Sign Off - Show All
- APR Sign Off - Show All
- Matched Status - All

 At the bottom of the dialog are two buttons: 'Search' and 'Reset'.

This is the **Advanced Filter** and can be used to search for transactions by date, group, account, etc.

- The default number of transactions that shows on the screen is 10. You can reset the number of transactions by clicking on the button in the bottom center of the transaction screen and choosing another number.



You can choose 10, 25, 50, 75, 100, 250, or 500. One of the drawbacks of Works is that you have to reset your filters every time you leave the screen and come back to it.

- Remember, anything in blue is a hyperlink.

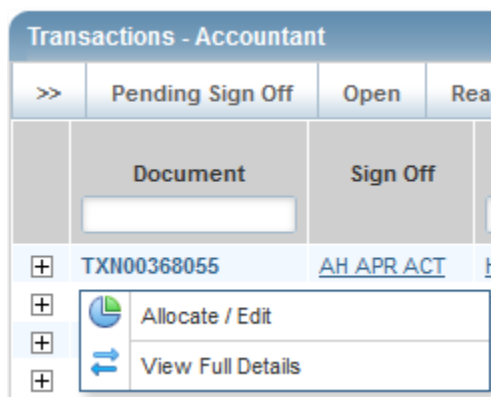
### How to look at a list of transactions:

There may be times when you want to sort and look at a list of transactions. Once you look at the details of one transaction, you can't go back to the screen without resetting your filters. This trick will help you avoid that.

- Pull up a list of transactions you want to review.

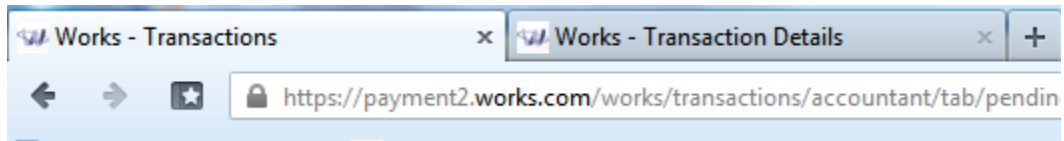
Transactions - Accountant											
>>		Pending Sign Off	Open	Ready to Batch	Flagged	All	Clear Filters				
Document	Sign Off	Primary Accountholder	Account ID	Group	Date Purchased	Date Posted	Purchase Amount	Vendor	Allocation	Compl	V
TXN00368055	AH APR ACT	Heusel, Jennifer A	1507	Physical Plant Administra...	11/02/2013	11/04/2013	62.44	AIRGAS CENTRAL	AA 2 61200-3742 PO#: 25028	✓	✓
TXN00368066	AH APR ACT	Sisney, Diana Gayle	4844	Pathobiology Admin	11/02/2013	11/04/2013	51.37	AIRGAS CENTRAL	multiple	✓	✓
TXN00368262	AH APR ACT	Chrz, Donna	1942	Horticulture and Landsca...	11/02/2013	11/04/2013	137.59	AIRGAS CENTRAL	AB 5 42440-3450 PO#:	✓	✓
TXN00368183	AH APR ACT	Self, Joanna Lynn	5232	KOSU	11/03/2013	11/04/2013	8.38	AIRGAS CENTRAL	AA 1 60270-3655 PO#:	✓	✓

- Left click on the **Document** number.



- Right click on either **Allocate/Edit** or **View Full Details**.
- This will bring up a pop up box. Choose **Open Link in New Tab**.

5. This will open the detail for this transaction in a new tab at the top of your screen.



6. Click on the new tab (**Works-Transaction Details**) and look at the details of the transaction. When you're finished, close this tab and go back to your original list of transactions. Choose another transaction to look at the same way.
7. By looking at transactions in this manner, you will not have to reset your filters every time you look at a transaction.